Q2 FY06 Data Call FAQs
February 8, 2006

1. What is compliance assistance and how does it differ from enforcement (or Ombudsman, or Regulations.gov)?
   - Compliance assistance is information that helps businesses understand their obligations under federal laws and regulations. Business.gov's compliance assistance resources will focus on <u>mandatory</u>, <u>government-enforced</u> regulations.
   - Enforcement deals with civil and criminal investigations of potential compliance violations.
   - National Ombudsman: Federal Regulatory Enforcement Assistance for Small Business is a federal office set up by Congress to assist small business with excessive and unfair federal regulatory enforcement, such as repetitive audits, excessive fines, penalties, threats, or retaliation by a federal agency.
   - Regulations.gov is a website that allows users to find, view and comment on re regulations for all Federal agencies.

2. How many resources is enough for the submission?
   - There is not a correct number. Submit all resources that apply.

3. Why are we doing a second data call, what was wrong with the first one?
   - Nothing was *wrong* with the Q4 FY05. However, the overall data call was intentionally broken down into two data calls to allow for analysis of a small subset of data before doing the larger data call to ensure the correct information was asked for to support Business.gov.

4. What is Business Gateway going to do with this information? Why is it important to provide access to cross agency compliance assistance information, isn't all our information available already on our Agency websites?
   - Business.gov will provide a single place that all small and midsized businesses can go to find compliance assistance resources across the federal government.

5. Can I have this information back once I give it to you in a nice organized way?
   - This should be possible. Business Gateway is looking into potential ways of providing the information back to agencies in an organized way.

6. Does this data call include procurement and/or grants and/or benefits resources?
   - Yes, these resources are part of the data call and are important to meet SBPRA requirements.

7. How do we treat optional programs vs. mandatory regulation based compliance assistance?
   - In general we are looking for compliance assistance resources based on mandatory regulations. However in certain circumstances we are allowing compliance assistance relating to certain optional programs. If you have an optional program you feel should be included, send an email to BGPMO@sba.gov and we will help you to decide whether or not to submit related compliance assistance resources for this optional program.

8. The data call instructions state that the focus of this data call is on mandatory, government-enforced regulations; however voluntary programs are in scope. How are we to overcome this discrepancy in the instructions?
   - Data call respondents should include any voluntary programs that they feel are relevant and if there are any questions regarding a particular item please feel free to contact Charles Bram at BGPMO@sba.gov

9. If there is a plain language guide that has regulation that is not relevant to my agency should I include it?
   - Data call respondents should include the plain language guides published on your agency's website even if the regulation is not relevant to their agency if they feel it may be helpful to businesses

10. What should I do if my agency has an index site with information that is almost identical to information contained on another of my agencies web site?
    - Data call respondents should include both and provide details regarding the difference (e.g., this is an index of links vs. a web page) to allow users the option of choosing how they want to view the information

11. Is the Primary Point-of-Contact (POC) for a particular URL or for the entire submission and does the Primary POC have to be at the Department or sub-agency level?
    - No, the Primary POC is for each submission file. An agency may submit a separate file for each sub-agency; however, each submitted file must have a primary POC for that file group. It is up to the data call respondents discretion whether the Primary POC is at the Department or sub-agency level. The most important consideration that respondents should have regarding the Primary POC is that individual's ability to be available and can answer any validation questions that might arise after the submission has been provided to the Business Gateway.
    - The SBPRA POC is the agency designated POC that will speak for the agency.

12. Can data call respondents enter information directly into the MS Excel spreadsheet bi-passing the forms provided?
    - It is ***strongly*** recommend that respondents use the form provided and not attempt to enter data directly into the MS Excel spreadsheets as it could cause the major delays and technical difficulties. The forms are provided to both assist the respondents and help the Business Gateway team synthesize the data provided.

13. What should we do with SBPRA data that is out-of-scope for this data call?
    - At this time, all SBPRA data submitted in previous years is still in scope so long as the agency feels that the information is still accurate.

14. In the sub-agency field should we use acronyms or spell-out the full name?
    - Please spell-out the full name.

15. Regarding the security issue due to the macros within the instrument, should we set the security on medium or low?
    - It is recommended in the instructions to use medium. If this continues to be a problem, send an email to BGPMO@sba.gov.

16. Can we use our existing SBPRA point of contact? Can we change the name we provide you should the agency decide a different person would be a better fit?
    - A department level agency should report their SBPRA contact as this is the formal designee required by law. As for the sub-agencies designees, OMB has no preference as these designees should all still coordinate through the agency's SBPRA contact.

17. We have sub-agencies that do not have any regulatory authority, what are we supposed to do about submitting data for them?
    - As with the previous question, OMB has no preference in terms of which agencies should submit their data. The law requires the department/agency SBPRA contact to function as the single point of contact for all compliance activities within the department/agency (including all sub-agencies, bureaus, and operation divisions).

18. Is OMB going to ask me for this same information, seems like a similar data call we have received over the past couple of years?
    - If all the information collected from the agencies is deemed accurate and sufficient to fulfill the OMB's SBPRA reporting responsibilities, OMB will likely leverage the BG information vs. asking the agencies separately for this information.

19. Some of the resources we sent in for the SBPRA data call appear to be more general than the compliance assistance resources this data call requests. Since our data call Instruments are pre-populated with SBPRA data call resources as well as resources we submitted to Business Gateway in Sept. 05, are we supposed to delete the resources that appear to be too general?
   - If the URL submitted to SBPRA is no longer relevant, an agency should delete the resource from this submission. The general compliance assistance resources which are not regulatory are still included in this data call to satisfy the requirements of the SBPRA.

20. What are you going to do with the contact information we provide for each data submission file?
   - Business Gateway will use the designated POCs if there are questions about your data submission. In the case where the POC is also the Executive Agency's SBPRA POC for small business, we will submit that information to OMB on you behalf.
   - Before any contact information gets published for the purposed of SBPRA, the Business Gateway will verify the contact and where it will be posted.